



Fall 2009

Fleet Management Services

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September 23, 2009

Motor Pool Rate Increase

Effective December 1, 2009, the rate to rent a Motor Pool vehicle will be adjusted to reflect the operation cost that Fleet Management Services (FMS) has experienced over the past two years.

The new rate will be as follows:

\$40.00 per day (each 24-hour period) with 100 free miles, and

\$0.40 per mile for each mile traveled beyond the initial 100 miles

Please remember that motor pool rentals remain \$0.15 per mile lower than the Federal Reimbursement Rate. You are encouraged to use the **FMS trip calculator** to determine your travel cost; we promote the choice of the travel option that is most economical to the State.

http://bgs.vermont.gov/business_services/fleet/forms

Motor Pool Utilization

It appears that the Motor Pool utilization at all locations is down. In these difficult financial times we strongly encourage employees to drive the Motor Pool vehicles that are available at the following location. The use of a motor pool vehicle saves that state approximately \$.15 per mile—you can confirm the travel method that is most cost effective to the state by visiting our trip calculator at http://bgs.vermont.gov/business_services/fleet/forms

Barre—McFarland House, 5 Perry Street Open (M-F) 7:30am to 4:30pm

Montpelier—Capital Visitor's Center, 134 State Street Open

Summer Hours: June 1st to October 31st

(M-F) 6:30am to 5:00pm

Saturday, Sunday and Holidays 9:00am to 5:00pm

Winter Hours: November 1st to May 31st

(M-F) 6:30am to 5:00pm-

Saturday, Sunday and Holidays 8:00am to 4:00pm

National Life Open (M-F) 6:30am to 5:00pm

Rutland—Multi Modal Transit Center Open (M-F) 8:00am to 4:30pm

Waterbury—Fleet Management Office Open (M-F) 6:30am to 5:00pm

Please see our web-site for a detailed listing of locations and hours of operation.

Cleaning Lease Vehicles

If your lease vehicles needs to be cleaned (both interior and exterior), contact FMS to schedule a time. FMS has staff in Waterbury and Montpelier that clean vehicles on the weekends; we can accommodate the extra work.

For details contact us at 241-4500 or email fleet.services@state.vt.us

If you cannot easily get your vehicle to Montpelier or Waterbury, contact your Service Technician for the location of vendors who provide this cleaning service closer to your work station.

Old Carpenter Shop

103 South Main Street

Waterbury, VT 05676-0802

Phone: 241-4500

Fax: 241-4505

Fleet Management

Services contacts:

Helessa Green 241-4525

Fleet Manager

Helessa.green@state.vt.us

Penny Touchette 241-4509

Asset and Lease Coordinator

Penny.touchette@state.vt.us

Keith Dean 241-4503

Fleet Programs Specialist

Keith.dean@state.vt.us

Angela Willcocks 241-4501

Reservation Specialist

Angela.willcocks@state.vt.us

Kelley Ashton 241-4508

Clerk

Kelley.ashton@state.vt.us

Service Technicians

Andy Cruickshank 241-4504

Andy.cruickshank@state.vt.us

Chuck Pilette 241-4507

Chuck.pilette@state.vt.us

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Gerald J. Myers, Commissioner

Department of Buildings &

General Services

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Government Business Services

Division

Ed vonTurkovich, Director

828-3648

Ed.vonturkovich@state.vt.us

Deborah Ferrell, Assistant Director

828-1053

Deb.Ferrell@state.vt.us

Do you have questions you would like Fleet Management to answer in the next newsletter? If so, send your questions to the following email address and indicate that it is a Newsletter question:

fleet.services@state.vt.us

Tire Safety

In a review of all Fleet vehicles this spring, we believe that all tires are suitable for winter driving, but we would ask you to review and remember the following signs that indicate your tires need attention or replacement.

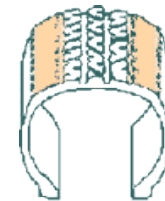
Check Your Tire Inflation

Proper tire inflation is essential for safe driving and long tire life. It is wise to check your tires' air pressure at least once a month with an accurate tire pressure gauge. Be sure to check pressure while your tires are cold and have not been used recently. Even driving a mile will cause your tire pressure to increase and give you an inaccurate reading.

Should you experience continuous loss of inflation pressure, it could be an indication of a possible tire or wheel assembly problem. Consult your tire professional immediately if you encounter this situation.

- **Wear on both edges: UNDERINFLATION**

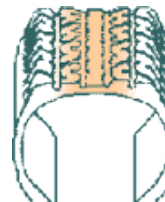
Under-inflation of a tire reduces its treadlife by increasing the tread wear on its outside edges, or shoulders. It also generates excessive heat which reduces tire toughness. Finally, it reduces fuel economy through increased rolling resistance because soft tires make your vehicle work harder. Abnormal tire wear may also be caused by misalignment or mechanical problems.



Under Inflate

- **Wear in center: OVERINFLATION**

When a tire is overinflated, the center of the tread bears most of the load and wears out faster than the outside edges. Uneven wear reduces the useful life of a tire. It could also be the result of misalignment or mechanical problems.



Over Inflate

- **Cups or dips in the tread: WORN PARTS**

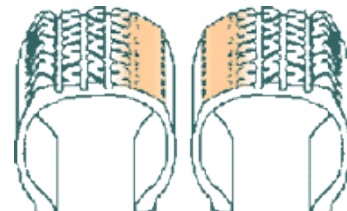
Cupping (also called dipping) is most common on front tires, although rear tires can cup as well. It may be a sign that wheels are out of balance or that suspension or steering system parts are worn out.



Cupping

- **Sawtooth edges: MISALIGNMENT**

If the edges of your tire tread take on a sawtooth or feathered appearance, it's because of erratic scrubbing against the road. The solution is an alignment correction.



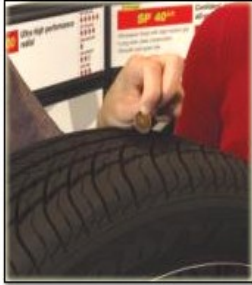
Inside Wear

Outside Wear



Tire Safety—continued

Check Tread Wear



There are two popular ways to check for signs of tire tread wear. One easy way is the penny test. Simply insert a penny into your tire's tread groove with Lincoln's head upside down and facing you. If you can see all of Lincoln's head, it's time to replace your tires.

Another way is to look at the tread wear indicator bar that's molded into your tires. The bars are located at the bottoms of the tread grooves in several locations around the tire. When a tire is so worn that these bars become visibly flush with the adjacent tread ribs, it's time to replace the tire.

It is suggested you check your tire tread using either method every 3,000 miles.

Tire Balancing

If your tires are unbalanced, you'll notice vibration. This can lead to driver fatigue, premature or irregular tire wear, and unnecessary wear to your vehicle's suspension. Your tires should be balanced when they are mounted on wheels for the first time or when they are remounted after repair. Check your tire balance at the first sign of vibration or shimmy.

Vehicle Alignment

Your vehicle is properly aligned when all of its suspension and steering components are working smoothly and when its tire and wheel assemblies are running straight and true. If you notice uneven tread wear, it could be due to a misalignment, and your vehicle should be serviced by a professional.

Tire Rotation

While many people are knowledgeable enough to rotate their own tires, the procedure is especially quick and easy for a professional. Your vehicle's owner's manual will specify the proper rotation pattern and schedule for your vehicle. If no specific schedule is indicated, a good rule of thumb is to rotate your tires every 6,000 to 8,000 miles.

Tire Repair

Tire repairs should be made by a trained tire professional. Proper repair procedure includes dismounting the tire from the wheel. This allows for thorough inspection of the tire for damage, as well as the use of a patch and plug to repair any punctures that fall within the guidelines for repair.

TIRES — REPLACING LEAD WHEEL WEIGHTS

Based on legislation enacted in the 2007 session [Title 9, Chapter 63, Section 2470h(1)], effective January 1, 2010, the State cannot use wheel weights containing lead on vehicles owned by the State. FMS has instituted a proactive approach in order to be in compliance by that deadline. In addition to ordering all new vehicles with steel weights, FMS is notifying vendors to begin this change-out when state vehicles are in the shop for scheduled maintenance.

You can see this legislation at:

<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=09&Chapter=063&Section=02470h>



WINTER WEATHER NOTIFICATION

Winter Weather is a few short months away so BGS Fleet Management and the Central Vermont Facilities Maintenance crews would like to remind you of the practices for parking and cleaning out state-owned vehicles or personal vehicles that are left on state property overnight throughout the winter months in the Waterbury and Montpelier Complexes.

Daily Parking of State Vehicles:

Falling Ice/Snow: Please look up when parking vehicles to insure that you are not parking these vehicles under roof lines that could pose a threat of falling snow and ice.

Notification to move vehicles: FMS will send out a reminder to all persons on their list-serve, when a large storm is forecast, asking that departments move all state vehicles and personal vehicles that will be left in the parking lots over night to consolidated locations throughout the complex.

The parking maps can be found on our web-site at

<http://bgs.vermont.gov/sites/bgs/files/pdfs/BGS-Fleet-Winter-weather.pdf>

Shovels are available at the Fleet Offices in Waterbury and the Information Center 134 State Street in Montpelier—if one is needed to move your vehicle due to heavy snow fall during the work day. Please return this equipment to the office when you are finished to ensure that shovels are available for others in need.

After the storm: We ask that you move the vehicles to a plowed area immediately following the end of the snowstorm. This will give the Maintenance personnel or snow removal contractor a chance to clean out the snow around the vehicle and keep the parking lots clean and safe.

State Office Closing: If the State closes for the day or a period of the day due to snowfall—Fleet staff will make every effort to work with Maintenance to have vehicles moved and cleaned out as quickly as possible after the storm. Please be aware that, in these circumstances, your vehicle may not be exactly where you left it, but it should be in the same parking lot. We also encourage and appreciate the help of other department's staff in our clean-out efforts.

QUESTIONS/COMPLIMENTS/COMPLAINTS — WE DO WANT YOUR FEEDBACK

Please email us with any questions or concerns at

fleet.services@state.vt.us

Send Complaints to:

Helessa.green@state.vt.us



VEHICLE REPLACEMENT

The vehicle replacement planning has started for FY 2010. The Business Offices of Departments that have vehicles selected for replacement were notified August 10, 2009 of our wish to discuss replacing vehicles. Selection for replacement of Fleet vehicles was based on mileage, condition and year of the vehicle. If you feel that you are driving a vehicle that should be replaced based on these factors but have not heard from anyone, please contact us with the plate # of the vehicle and we will let you know if it is on the list of scheduled replacements.

The process to have a vehicle replaced begins when you complete the request form that can be found and filled out at the following location: http://bgs.vermont.gov/business_services/fleet/assignedvehicles/requestform

Once you submit this form, Fleet will contact you to discuss options and specification requirements to meet your vehicle needs.

Any vehicle replacement requires the signed approval of both your Business Office and Appointing Authority.

SERVICE TECHNICIAN ASSIGNMENT

Each Department has a Service Technician assigned to assist in regularly maintaining your vehicles. If you have questions about your Fleet vehicles, contact your assigned Technician as listed below.

AGING & INDEP. LIVING	Andy Cruickshank	HUMAN SERVICES/SEC	Chuck Pilette
AGRICULTURE	Andy Cruickshank	JUDICIAL/COURT ADMIN	Andy Cruickshank
ANR/ENFORCEMENT	Chuck Pilette	LANDS, Forests & Parks	Andy Cruickshank
AOT	Andy Cruickshank	LIBRARIES	Andy Cruickshank
ATTORNEY GENERAL	Andy Cruickshank	LIQUOR CONTROL	Andy Cruickshank
BGS	Chuck Pilette	LOTTERY	Andy Cruickshank
CORRECTIONS	Chuck Pilette	MENTAL HEALTH/VSH	Chuck Pilette
CRIMINAL JUSTICE	Andy Cruickshank	MOTOR POOL	Keith Dean
DCF	Andy Cruickshank	MOTOR VEHICLE	Andy Cruickshank
DEC	Andy Cruickshank	OEO	Chuck Pilette
DEFENDER GENERAL	Andy Cruickshank	PUBLIC SERVICE	Andy Cruickshank
DII	Chuck Pilette	SEC OF STATE	Andy Cruickshank
FORESTRY	Chuck Pilette	SRS/WOODSIDE	Andy Cruickshank
HEALTH	Andy Cruickshank	TAX	Andy Cruickshank

Andy Cruickshank

241-4504

andy.cruickshank@state.vt.us

Keith Dean

241-4503

keith.dean@state.vt.us

Chuck Pilette

241-4507

chuck.pilette@state.vt.us